

OUTREACH NOTICE

Computer Assistant

GS-0335-07

JACOBS CREEK CIVILIAN CONSERVATION CENTER

CHEROKEE NATIONAL FOREST

BRISTOL, TENNESSEE

Jacobs Creek Civilian Conservation Center is planning to fill a GS-0335-07 Computer Assistant position. This is a permanent full-time position with a duty station of Jacobs Creek Civilian Conservation Center located on the Cherokee National Forest in Bristol, TN. This notification is being circulated to inform prospective applicants of this upcoming opportunity and to determine interest in the position.

For further information about the job please contact: Terence Rose
Jacobs Creek Job Corps
984 Denton Valley Road
Bristol, TN 37620
423-217-6413
trose@fs.fed.us

About the Position:

Incumbent is responsible for providing technical support for the Center computer system(s) which may include but not limited to HP, Dell, Compaq, etc., and various software programs such as Microsoft Office, Outlook, Citrix, McAfee and Cisco VPN client. Incumbent is responsible for WAN and LAN security issues, user support and system maintenance, backups, troubleshooting for network connectivity, space management and virus detection.

The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success. Participates in the Center Behavioral Management system (BMS) and/or Student Code of Conduct (SCC) program as necessary to insure proper workplace conduct, appearance and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

About the Jacobs Creek Job Corps Center:

The Center has the following five organizational areas:

Administration; Counseling; Education; Residential Living; Vocation

Jacobs Creek Job Corps Center has been a training program that has served generations of young adults through intensive programs of education, vocational training, work experience and counseling since 1965. The basic responsibility of the Job Corps Program is to give America's disadvantaged youth between the ages of 16 and 25 an opportunity to develop needed vocational skills and to earn an education. This contributes to their ability to fully participate in the world of work and citizenship. The Job Corps Mission is to create a safe, secure, supportive and clean environment for our students that is conducive to their accomplishing the maximum academic, vocational, social, and employability skills. This will enable them to obtain the tools necessary to be employable, productive, responsible members of society. The Jacobs Creek Job Corps Center is located approximately 15 miles southeast of Bristol, Tennessee. The

Center has the capacity to house and train 224 students. The Center is closely tied to the community to provide additional training opportunities for the students through an active work experience program.

Jacobs Creek offers training in the following vocational areas:

- | | |
|------------------------------|-------------------------|
| 1. Heavy Equipment Operators | 5. Union Brick Masonry |
| 2. Heavy Equipment Mechanics | 6. Union Carpentry |
| | 7. Union Painting |
| 3. Business/Finance Trade | 8. Union Cement Masonry |
| 4. Welding | 9. Security |

Vocational training is accomplished through work experience training and classroom instruction. The length of the vocational training programs on Center varies, but, as a rule, each trade is approximately 800-1200 hours and length of stay is from 10 to 24 months. Jacobs Creek offers a broad-based educational program. All students must participate in education as well as vocational training. Placement in education is based on tests administered upon entrance. This allows students to progress at a rate consistent with their abilities. Small classes provide individual attention throughout the program. The Center awards GED Certificates upon completion of the total academic and vocational training programs. Four dormitories (one female, three male) housing 64 students each comprise the residential living quarters on Center. The Residential Living staff is responsible for maintaining the living area, providing social skills training and for providing a well-rounded recreational program.

THE CENTER AND ITS SURROUNDINGS: It is located in the foothills of the Appalachian Mountains and is 18 miles south of the community of Bristol, Tennessee. Bristol is a divided city having a state line that goes down the middle of Main Street. It divides Tennessee and Virginia. Bristol is a full service community having a number of doctors, dentists, 1 hospital, 1 library, 1 newspaper, a number of hotels, a few campgrounds, and a few parks, and one airport. Shopping facilities include 1 mall and many of the chain department stores. There are lots of dining facilities, both sit down and fast food. Bristol is the home of the Bristol Motor Speedway. Bristol is a part of the Tri Cities along with Johnson City, Tennessee and Kingsport, Tennessee.

WEATHER: Weather in Bristol can vary. The average temperature in the summer is 80 degrees, while the low in the winter is 30-40 degrees. Average snowfall in the winter, average rainfall in spring and summer.

HOUSING There are some rentals in the city of Bristol, which can range from \$350-\$800. If you are looking to buy you can find prices ranging from \$50,000 to \$250,000 depending on location.

SCHOOLS Bristol has many pre-schools, and K-12 schools. King College is located in Bristol and there are several other colleges in the Tri-Cities areas such as Milligan College in Milligan, TN, East Tennessee State University in Johnson City, TN; Emory and Henry College in Emory, VA., and Appalachian State University in Boone, NC.

Job Corps Civilian Conservation Centers

OUTREACH INTEREST FORM

If you wish to express interest in this position, please complete this voluntary Outreach interest form. Please read all of the information contained below and be sure to follow the stated instructions.

Position (title, series, grade): **Computer Assistant, GS-0335-07**

Job Corps Center:

**Jacobs Creek Job
Corps**

Name: _____

E-mail Address: _____

Contact Number: _____

Current federal employee? Yes: ☐ No: ☐

Current position title: _____

(If federal employee provide series/grade) _____

Current location: _____

If you are not a current federal employee, are you eligible to be hired under any of the following special authorities:

- ☐ Individuals with Disabilities (Schedule A)
- ☐ Pathways Program (Students, Recent Graduates, and PMF)
- ☐ Veterans Employment Opportunities Act of 1998 (VEOA)
- ☐ Veterans Recruitment Appointment (VRA)
- ☐ 30 Percent or More Disabled Veterans
- ☐ Other _____

Send this completed form to:

Rita Grindstaff

E-mail address:

rgrindstaff@fs.fed.us